



General Position Information

Job Title: 30820 - Deputy Director for Election Threat Analysis – GS-14

Salary Range: \$99,172 - \$152,352

Vacancy Open Period: 11/25/2019 – 12/24/2019

Position Type: Staff Reserve, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DDII/NIC

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

This is an opportunity for a GS-14 staff reserve position in the ODNI. Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension up to 2 additional years.

This is an opportunity for:

- An internal or external candidate to fill a GS-14 staff reserve position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.



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Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI), Directorate for Mission Integration (DMI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the Intelligence Community (IC) enterprise. DMI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, DMI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DMI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components in support of the National Intelligence Managers (NIMs) and to advance the Unifying Intelligence Strategies (UIS).

The National Intelligence Council (NIC) consists of the most senior intelligence analysts supporting the Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence Community (IC) and as the principal adviser to the President for intelligence matters related to national security. The NIC produces a variety of all-source, IC coordinated intelligence reports, including its flagship product, the National Intelligence Estimate, which represents the Intelligence Community's most authoritative statement on a key national security issue.



Major Duties and Responsibilities (MDRs)

NIO/Cyber serves as a key part of the analytic team driving IC-coordinated election-related threat analysis for the President, National Security Council, Congress, and other key stakeholders. Working under the guidance of the Director for Election Threat Analysis (D/ETA) and with the National Intelligence Officer for Cyber (NIO/Cyber), the officer filling this role will draft short- and longform analytic products, respond to policymaker questions, and aid the NIO/Cyber in fulfilling his role as the IC's manager of election threat analysis. The DD/ETA will serve as backup to the D/ETA on all functions.

- Conducts original research and works with the IC to draft warning products about new and emerging election threats and actors.
- Drafts all-source analysis including but not limited to SOCMs, NICMs, Memos, Strategic Updates, and supports the ICA and 45-day report
- Coordinates on behalf of the NIC on election products produced by individual agencies
- Refines analytic priorities based on policymaker and senior NIC and IC leadership into conceptualized products.
- Identify collection gaps and recommend strategies to address those gaps.
- Maintains communications across NIC, ensures reporting is being shared with stakeholders
- Leads drafting of talking points, testimony, and other written products and ensures proper coordination
- Providing analytic support to Election Threat Executive functions such as mission management
- Briefs senior officials and Congress as needed
- Support Strategic Communications projects by deriving information from analytic community
- Build and leverage diverse collaborative networks within the ODNI and across the IC.
- Other duties as assigned

Mandatory and Educational Requirements

- Superior and recognized analytic and critical thinking skills, including superior ability to think strategically and produce sophisticated strategic and warning analysis that cuts across multiple regional and/or functional issues.
- Strong interpersonal skills and proven ability to operate in an interagency team
- Excellent communications skills, including ability to communicate effectively with people at all levels of leadership, including the ability to give effective briefings on complex topics.
- As a senior analyst, the person filling this role will be expected to produce first drafts that require minimal editing.
- Proven critical thinking skills and reasoning skills and the ability to prepare finished intelligence assessments and other written products with emphasis on clear organization, and concise, logical presentation.
- Creative problem-solving skills and initiative in carrying out mission responsibilities.



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Desired Requirements

- Experience producing all-source analysis in at least one election-related discipline (cyber, counterintelligence, country-specific intent/capabilities).

Key Requirements and How To Apply

Internal ODNI Cadre Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the [classified JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and aclaaale@dni.ic.gov (*Alex A.*) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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- d. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: *External Candidates must submit an application through www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format.

Current Federal Employees within the Intelligence Community (IC) Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC Applying for a Detail Assignment:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY, you may call 703-275-3663.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.



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- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care:
<http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules